

**City of Kerrville Planning & Zoning Commission Agenda
Thursday, April 19, 2007.***

City Hall City Council Chambers, 800 Junction Highway, Kerrville, TX

The meeting place has wheelchair accessibility and available accessible parking spaces. Please call the City of Kerrville Planning Division at (830) 792-8354 forty-eight hours (48) before the meeting to request accommodations.

1. *4:15 p.m. Pre-Meeting Session, City Council Chambers

Review of today's agenda items between Staff and the Commission. No action will be taken and there is to be no discussion between the Commission and the applicant(s) or other audience.

2. 4:30 p.m. Call to Order

Chairperson calls the meeting to order; roll call.

Page

3. Visitor/Citizens' Forum

Any person with business not scheduled on the agenda is encouraged to briefly speak their ideas to the Commission. Please fill out the SPEAKER REQUEST FORM and give it to the Commission's Secretary prior to the meeting. (No formal action can be taken on these items as the Open Meetings Act requires formal action items be posted on an agenda no later than 72 hours before the meeting. If formal action is required, the items will be placed on an agenda for a future meeting.)

4. Consent Agenda

All items listed below in the consent agenda are considered routine or ministerial in nature and will be enacted with one motion. There will be no separate discussion of items unless a Commissioner or citizen so requests; in which case the item(s) will be removed from the consent agenda and considered separately.

4A. Approve the minutes from the meeting of April 5, 2007.

3

5. Action Item

5A. Preliminary Plat: Comanche Trace, Phase 12 – A thirty-three (33) lot single family residential development located generally along the southern extension of Comanche Trace Drive, south of Bandera Hwy (SH 173). Zoned: ETJ. Applicant: Matkin-Hoover Engineering and Surveying c/o Comanche Trace Ranch and Golf Club. (File No. 2007-17)

6

6. Public Hearings

6A. Annexation – Zoning Request – Consideration of a recommendation to the City Council of a zoning designation for a proposed annexation of 28.5 acres located generally along the southern extension of Comanche Trace Drive, south of Bandera Hwy (SH 173). Zoned: ETJ. Applicant: Matkin-Hoover Engineering and Surveying c/o Comanche Trace Ranch and Golf Club. (File No. 2007-17)

8

6B. Replat: Main Plaza Addition – A replat of Lots 1 and 2, Main Plaza Addition, a 1.55 acre tract located between Main Street and Jefferson Street, west of Washington Street. Zoned: C-18. Applicant: Voelkel Engineering and Surveying. (File No. 2007-18)

10

7. Staff Reports

7A. Future Agenda Items/Project Update. Applicant: Senior Planner

11

8. Adjourn - The next scheduled meeting is Thursday, May 3, 2007.

**BUSINESS OF THE PLANNING AND ZONING COMMISSION
CITY OF KERRVILLE, TEXAS**

AGENDA ITEM: 4A **FOR AGENDA OF:** April 19, 2007

DESCRIPTION: Approval of the minutes from the meeting of April 5, 2007.

APPLICANT(S): Planning and Zoning Commission Secretary

ATTACHMENT(S): Minutes

The Commission's Secretary recommends approval of the proposed minutes

On April 5, 2007 the Kerrville Planning and Zoning Commission pre-meeting was called to order at 4:20 p.m. in the City Hall Council Chambers, 800 Junction Highway.

MEMBERS PRESENT:

Mack Hamilton, Chairperson
Jim Kessler, Vice Chairperson
Harold Buell, Commissioner
Bruce Motheral, Commissioner
Paul Hofmann, Ex-Officio City Manager

MEMBERS ABSENT:

Andy Phillips, Commissioner
Carl Meek, Ex-Officio City Councilperson

STAFF PRESENT:

Gordon Browning, Senior Planner
Trina Ramirez, Planning and Zoning Commission Secretary
Kevin Coleman, Director of Development Services
Mike Wellborn, City Engineer

DISCUSSION OF AGENDA ITEMS FOR THE REGULAR MEETING:

The Commissioners and City Planner discussed the items on the agenda.
The pre-meeting adjourned at 4:23 p.m. No action was taken.

1. CALL TO ORDER:

On March 5, 2007, the Kerrville Planning and Zoning Commission regular meeting was called to order at 4:30 p.m. in the City Hall Council Chambers, 800 Junction Highway.

2. VISITOR/CITIZENS FORUM:

No person spoke.

3. CONSENT AGENDA:

3A. Approval of the minutes from the meeting of March 15, 2007.

3B. Final Plat: Keystone, Phase 2 – A thirty-nine (39) lot single family development on 10.4 acres located along the northwest extension on Victory Lane. Zoned: RC. Applicant: Grogan Surveying. (File No. 2006-35)

3C. Final Plat: Keystone, Phase 3 – A forty-two (42) lot duplex residential development on 10.6 acres located along and west of the extension of Yorktown Blvd. Zoned: RC. Applicant: Grogan Surveying. (File No. 2006-36)

Cmr. Motheral moved for approval of the consent agenda for items 3A, 3B and 3C; motion was seconded by Cmr. Kessler and passed 4-0.

4. Public Hearing

4A. Replat: Comanche Trace, Phase 2, Section 3 – A replat of Lot 31, Block B, a 2.82 acre tract located at 3704 Club View Court. Zoned: PD. Applicant: Grogan Surveying. (File No. 2007-13)

Mr. Browning presented the findings of fact to the Commission.

Cmr. Hamilton opened the public hearing at 4:34 p.m. No person spoke. Cmr. Hamilton closed the public hearing at 4:35 p.m.

Cmr. Kessler moved for approval of the re-plat as submitted; motion was seconded by Cmr. Motheral and passed 4-0.

5. Action Items

5A. Preliminary Plat: Benham Woods – A two (2) lot 6.49 acre tract subdivision located north of the Valley View North and Rim Rock Road intersection. Zoned: ETJ. Applicant: Texas Land Boundaries. (File No. 2007-15)

Joseph Benham, the property owner, stated that the property would be well maintained and developed. He has instructed their realtor to write some deed restrictions for the other three acres that will be sold.

Cmr. Kessler moved for approval of the preliminary plat subject to the conditions stated by City Staff; motion was seconded by Cmr. Buell and passed 4-0.

5B. Preliminary Plat: Cutoff Business Park, Phase Two – A fifteen (15) lot 9.37 acre non-residential development located at the southeast corner of Greenwood Drive and Goat Creek Cutoff Road, fronting the southeast side of Goat Creek Road. Zoned: ETJ. Applicant: Guadalupe Survey Company for Stephen Jenschke. (File No. 2007-09)

Mr. Browning presented the findings of fact to the Commission.

Cmr. Hamilton questioned if connecting to City Sewer was feasible. Mike Wellborn, City Engineer, stated that connecting to City sewer is possible but that it may not be economical for the developer.

Kevin Spraggins, Vordenbaum Engineering, discussed the cost of running a line on site would be \$11,000 a lot and with septic it would cost them about \$6,000 a lot.

Cmr. Buell moved for approval of the preliminary plat as submitted; motion was seconded by Cmr. Motheral and passed 4-0.

6. Staff Report

6A. Future agenda items. Applicant: Senior Planner.

Mr. Browning informed the Commission of items for future agenda.

7. Adjournment The next regularly scheduled meeting is April 19, 2007.

The meeting adjourned at 4:48 p.m.

ATTEST:

Mack Hamilton, Chairperson

Trina Ramirez, Recording Secretary

**BUSINESS OF THE PLANNING AND ZONING COMMISSION
CITY OF KERRVILLE, TEXAS**

AGENDA ITEM: 5A **FOR AGENDA OF:** April 19, 2007

DESCRIPTION: **Preliminary Plat: Comanche Trace, Phase 12** – A thirty-three (33) single family residential development on 28.5 acres located generally along the southern extension of Comanche Trace Drive, south of Bandera Hwy (SH 173). Zoned: ETJ. (File No. 2007-17)

APPLICANT(S): Matkin-Hoover Engineering and Surveying c/o Comanche Trace Ranch and Golf Club.

ATTACHMENT(S): Plat

SUMMARY STATEMENT – FINDING OF FACT

Project Timeline:

- March 28, 2007 – Pursuant to the development agreement between the City and Comanche Trace Ranch and Golf Club, staff begins the annexation process for the subject tract upon submittal of the preliminary plat application.
- April 11, 2007 – Development Review Committee (DRC) process completed.
- April 13, 2007 – Staff review comments sent to applicant.
- **April 19, 2007 – Consideration of preliminary plat by Commission.**
- April 19, 2007 – Commission scheduled to conduct the required public hearing on the proposed annexation and recommend a zoning designation to the City Council.
- May 8, 2007 – City Council scheduled to conduct its first required public hearing on the proposed annexation.
- May 22, 2007 – City Council scheduled to conduct its second required public hearing on the proposed annexation.
- June 12, 2007 – City Council scheduled to consider an ordinance on first reading annexing and zoning the subject tract.
- June 26, 2007 – City Council scheduled to consider second and final reading of an ordinance to annex and zone subject tract.

Summary:

The proposed preliminary plat is in conformance with the subdivision ordinance and the development agreement between the City and Comanche Trace. Approval of the preliminary plat will allow the developers to begin the construction of the required public improvements with approved engineering plans.

RECOMMENDED ACTION

Staff recommends approval of the preliminary plat as submitted, subject to the following conditions,

1. Remove utilities, sidewalks, etc., from the final plat,
2. Submit a preliminary list of street names for review and approval for streets A and B,
3. Modify note #4 to read, 'All building setbacks to comply with the City of Kerrville Zoning Ordinance for the R 1 district',
4. Add the note, 'This subdivision is within the Kerrville Independent School District',
5. Provide all necessary/required signature blocks on the final plat,
6. Any additions and/or alterations to the engineering plans as required by the City Engineer,
7. Conformance with the Parkland Dedication Ordinance as required by Article 10-IV-3 (c)1,
8. Prior to the submittal of the final plat for this section, a water distribution plan must be submitted that shows this section will be served per City standards.

**BUSINESS OF THE PLANNING AND ZONING COMMISSION
CITY OF KERRVILLE, TEXAS**

AGENDA ITEM: 6A **FOR AGENDA OF:** April 19, 2007

DESCRIPTION: **Public Hearing: Annexation – Zoning Request** – Consider a recommendation to the City Council of a zoning designation for a proposed annexation of 28.5 acres located generally along the southern extension of Comanche Trace Drive, south of Bandera Hwy (SH 173). Zoned: ETJ. (File No. 2007-17)

APPLICANT(S): Matkin-Hoover Engineering and Surveying c/o Comanche Trace Ranch and Golf Club.

ATTACHMENT(S):

SUMMARY STATEMENT – FINDING OF FACT

Annexation – Zoning Timeline:

- **April 19, 2007** – Planning and Zoning Commission public hearing on the proposed annexation and to recommend a zoning designation to the City Council.
- May 8, 2007 – City Council scheduled to conduct its first required public hearing on the proposed annexation.
- May 22, 2007 – City Council scheduled to conduct its second required public hearing on the proposed annexation.
- June 12, 2007 – City Council scheduled to consider an ordinance on first reading annexing and zoning the subject tract.
- June 26, 2007 – City Council scheduled to consider second and final reading of the ordinance to annex and zone the subject tract.

Summary:

The applicant has submitted a preliminary plat that shows the developer's plans to continue this multi-phased development with thirty-three (33) single family residential lots on 28.5 acres. Per the development agreement between the City and the developer, the submittal of a preliminary plat constitutes a request for annexation if any of the subject tract is not within the City limits. In this case the subject tract is currently outside of the City.

Article 11-I-14(b) of the Zoning Ordinance requires on all annexation requests that:

1. The Commission hold a public hearing on the proposed annexation, and
2. Make a recommendation to the City Council as to the zoning designation of the subject tract upon its annexation.

Staff recommends a zoning designation of "R-1", single-family residential, which is in conformance with the development agreement.

RECOMMENDED ACTION

1. The Commission receive public comment on the proposed annexation, and
2. Recommend a zoning designation of “R-1” to the City Council for the subject tract.

**BUSINESS OF THE PLANNING AND ZONING COMMISSION
CITY OF KERRVILLE, TEXAS**

AGENDA ITEM: 6B **FOR AGENDA OF:** April 19, 2007

DESCRIPTION: **Public Hearing: Replat – Main Plaza Addition** – A replat of Lots 1 and 2, Main Plaza Addition, a 1.55 acre tract located between Main Street and Jefferson Street, west of Washington Street. Zoned: C-18. (File No. 2007-18)

APPLICANT(S): Voelkel Engineering and Surveying

ATTACHMENT(S): Plat

SUMMARY STATEMENT – FINDING OF FACT

Project Timeline:

- March 29, 2007 – Replat application submitted to City.
- April 11, 2007 – Development Review Committee (DRC) process completed.
- April 13, 2007 – Staff comments sent to applicant.
- **April 19, 2007 – Consideration of replat by Commission.**

Summary:

- Applicant proposes to replat two (2) lots into Four (4).
- Lots 1R and 2R are currently developed.

RECOMMENDED ACTION

Staff recommends approval of the preliminary replat subject to the following conditions,

1. The plat should be titled 'Main Plaza Addition, Block 1, Lots 1R, 2R, 3 and 4, a replat of Lots 1 and 2, Main Plaza Addition,
2. Show all existing and proposed easements on the final plat by use and dimension,
3. Onsite easements may be required by the franchise utilities, provide utility companies signature block,
4. Add the following notes to the final plat,
 - a. All building setbacks shall comply with the City of Kerrville Zoning Ordinance,
 - b. This subdivision is within the Kerrville Independent School District.
5. Any additions and/or alterations to the engineering plans as required by the City Engineer; and
6. Conformance with the Parkland dedication Ordinance as may be required by Article 10-iv-3 (C)1.

**BUSINESS OF THE PLANNING AND ZONING COMMISSION
CITY OF KERRVILLE, TEXAS**

AGENDA ITEM: 7A **FOR AGENDA OF:** April 19, 2007

DESCRIPTION: Future Agenda Items/Project Update

APPLICANT(S): Gordon Browning, Senior Planner

ATTACHMENT(S):

As of this writing, the May 3, 2007 meeting will consist of the following;

Zoning Change:

A request to rezone a 0.64 acre tract from R-3 to S-33. The tract is generally located southwest of the Lehman Drive and Medina Hwy (SH 16) intersection, fronting the south side of Lehman Drive.

Replat:

A replat of Lots 4 and 5, Harper Village into one (1) lot for residential development, located at 256 and 258 Old Oaks.